

Goddard Space Flight Center
Wallops Flight Facility
Exit Clearance Record

NAME _____ ORGANIZATION CODE _____
LAST DAY OF DUTY _____ EFFECTIVE DATE _____

CHECK ONE: ☐ RESIGNATION ☐ TRANSFER ☐ OTHER (Specify)
☐ RETIREMENT ☐ REASSIGNMENT (to another NASA Center)

NOTICE

All Goddard employees terminating their employment must satisfy exit clearance requirements so that they may be apprised of their employment related entitlements and obligations. Supervisors and departing employees are responsible for ensuring that exit clearance instructions are satisfied.

INSTRUCTIONS

Part I clearance areas should be done by telephone. Either the supervisor or person designated by the supervisor will complete Part I. **PART I IS NOT TO BE COMPLETED BY THE DEPARTING EMPLOYEE.** As each area is cleared by telephone, initials and dates should be recorded in the space provided. Part I clearance areas should be completed a week or so prior to the employee's actual departure date so that any outstanding obligations can be resolved prior to the date the employee physically leaves the Center. **Part II must be cleared by the departing employee in person on their LAST day of duty.**

EMPLOYEES are responsible for compliance with all Exit Clearance requirements. The completed form should be left with a Security Official after clearance.

PART I – CLEARANCE AREAS should be satisfied by Supervisor or designee by phoning each area. The departing employee is NOT to complete PART I. (Please have all areas cleared BEFORE departing employee's last day)

AREA AND TELEPHONE NUMBER	INITIAL OF SUPERVISOR OR DESIGNEE	DATE
1. PROCUREMENT – x. 1277 CREDIT CARDS– x. 2363		
2. HEALTH UNIT (MEDICAL FOLDER REVIEW) x1336		
3. LIBRARY (BOOKS) x1092		
4. PROPERTY CUSTODIAN (CHARGED PROPERTY)		
5. EMPLOYEE DEVELOPMENT (TRAINING OBLIGATIONS) x66-1922		
6. TELEPHONE CREDIT x1234		
7. TRANSPORTATION (PASSPORT, VISA'S) x1647		
8. PROPERTY MANAGEMENT x1133, x1337, or x1360		
9. RECORDS MANAGEMENT x1337, x2331		

PART II – CLEARANCE AREAS must be cleared in person by the departing employee on their LAST DAY of duty.

OFFICE OF HUMAN RESOURCES (Building F-160, Room C-163)

CLEARED

1. Arrange an appointment with your servicing Human Resources Specialist (HRS) or designee for an Exit Interview. (<http://ohr.gsfc.nasa.gov> for current HRS list)
2. HRS ensures that service agreements (PCS, Relocation, Recruitment, etc.) have been satisfied.
3. Obtain departure information concerning employment and employee benefits.

Signature of HRS or Designee & Date

PART II (CONT'D)

PROPERTY MANAGEMENT BRANCH (Please check out at **ONE** of the following locations:
Building N222, Room 105, x1360; Building F1, Room 100, x1337; or Building F16, Room 111, x1137)

Signature of Authorized Property Official & Date

TRAVEL ACCOUNTING (ext. 66-5925; ext. 66-3183; or ext. 66-6089)

CLEARED

1. Travel _____
2. Government Charge Card _____

Signature of Travel Official & Date

Travel will e-mail OHR; OHR will sign off on form and collect credit card.
OHR is located in Building F-160, Room C-163

PAYROLL (ext. 66-5141; ext. 66-4234; ext. 66-8045)

CLEARED

1. Bonds _____
2. Leave (Turn in Signed T&A Card) _____

Signature of Payroll Official & Date

Payroll will send OHR an e-mail confirming clearance and OHR will sign-off on
form. OHR is located in Building F-160, Room C-163

SECURITY (BUILDING N161)

CLEARED

1. Security Debriefing _____
2. Public Key Infrastructure (PKI) _____
3. COMSEC Materials Returned (i.e., Secure Phone and Key) _____
4. COMSEC Debriefing _____
5. Safe - Primary or Alternate Custodian _____

Signature of Security Official & Date

SECURITY (BUILDING N127)

CLEARED

1. Badges – Returned _____
2. Keys and Keycards – Returned (Transfer Is Not Authorized) _____

Signature of Security Official & Date

CLASSIFIED FILES (BUILDING F1 -CODE 800 ONLY)

1. Classified Materials (Returned/Transferred/Destroyed)

Signature of Security Official & Date

PLEASE LEAVE THIS FORM WITH THE SECURITY OFFICE TO FORWARD TO OHR
